

7 March 1961

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MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
From 1-28 February 1961

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 14,307 IN cables, 5,895 OUT cables, 1,092 TD's and 866 miscellaneous items for a total of 22,160 work items during February 1961. This represents an increase of 2,360 items or 12% more than the 1960 monthly average of 19,800. This month's total traffic exceeds anything we have ever done in the history of the Cable Secretariat and this is in spite of the fact that the month of February is shorter than the average month and has a holiday. Needless to say, once again I am very proud of my staff and their ability to move this amount of traffic during the month.

b. Cables increased 2,422 or 13.5% over the 1960 monthly average of 17,780 cables. The February total is 297 or 1.5% more cables than January 1961 and 4,674 or 30% more cables than February 1960. It is significant to note that this month the increase in cables was due to the high volume of outgoing traffic. Outgoing cables increased 1,010 or 20% while incoming cables decreased 713 or 5% over the month of January 1961.

c. TD's decreased 73 or 6% under the 1960 monthly average of 1,165 TD's.

d. We processed an average of 938 cables Monday through Friday, 599 on Saturday and 250 on Sunday.

e. 1,444 cables or 7% of all cables were furnished to the Director as compared to 1,727 or 8.5% for January 1961.

2. Personnel

a. Our personnel situation has improved during the month. We are still 5 persons under strength and plan to fill a few more slots soon.

2. b. Mr. Reynolds has returned to duty and is doing very well.

3. General

a. The non-CIA Cable Dissemination Branch completed its first full month of operation with the Cable Secretary. The non-CIA cable operation is now completely centralized in Que Building. The physical transfer of three former RI personnel to the Que Building operation made it possible for the cables to be analyzed and distributed simultaneously to DDP, DD/I and DD/S components. This move also made it possible to reduce by two hours the delivery time of S/S cables to DDP components.

b. The non-CIA Cable Branch Cable Secretariat disseminated 13,564 items and distributed 187,918 copies of cables and aigrams from other agencies during February 1961. In addition they completed a total of 789 service requests.

c. Other items of note with reference to the non-CIA Cable Branch are:

(1) Arrangements were completed to increase the number of cable deliveries to DDP components by utilizing the services of the CS couriers and the CIA courier service. As a result, cable deliveries have been increased from seven to twelve. These arrangements have substantially reduced the time lag in the delivery of cables to DDP components.

(2) Cable service calls from DDP components are now handled more efficiently. This is attributed to the fact that the middle man (RI) has been eliminated and service calls are now being handled directly by more experienced personnel who have immediate access to the central non-CIA cable files.

(3) A gradual start was made to summarize reference cables when they appear in S/S cables. (You may recall that Mr. Bissell thru Mr. White and he to you inquired whether this could be done.) The practice and quality of summarizing references in S/S cables will increase substantially during March as more people are trained in performing these duties.

(4) A saving of three hours was effected in the delivery of cables to WH/DDP in Barton Hall. Cables are now delivered directly to WH by the CIA courier service.

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3. c. (5) Arrangements were made with ORR to increase the number of cable pickups at the Building. Cable pickups have been increased from three to five daily.

(6) The non-CIA Cable Dissemination Branch started the practice of screening regular non-CIA cables for the DDP. In the past, only S/S cables were screened for his interest.

(7) The retention period for non-CIA cables classified secret and below was reduced from twelve to six months. Six combination file cabinets were transferred to stock.

(8) From figures compiled for a few days but which I believe are representative, I find we are spending in the neighborhood of 35-50 dollars a day to reproduce non-CIA cables on Thermofax paper. This cost seems out of line, and I am training a multilith operator to do the job. This should reduce the cost substantially. The savings will be hidden since Thermofax paper is not costed to our budget whereas the multilith operator will be. However, it is the total cost to the Agency with which I am concerned, and it will be less using a different reproduction process.

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Cable Secretary

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